

Exhibitor Guidance

SIG: Micro/Nano Manufacturing

Meeting Address:

The meeting will be held at the following address:

TU Hauptgebäude
 Str. des 17. Juni 135
 10623, Berlin
Room: H 3007 (located on the third floor)



Upon entering the building take the lift/elevator to floor 3.

Delivery address:

You may send your materials in advance to the venue. Please send any materials to the following address:

For the attention of Prof. Oberschmidt / PTZ 7
 Room no: 103
 Pascalstr. 8-9
 10587, Berlin
(Reference: euspen SIG Micro/Nano Meeting – Company Name)

Important: Please can you kindly make euspen aware if you plan to have materials shipped to this address so that we can notify the University.

Exhibitor Table Tops:

Tables will be allocated to exhibitors upon arrival.

Exhibitors may set up and pack away their tables according to the following schedule:

SCHEDULE	
Wednesday 27 November 2019	SET-UP – Exhibitors can set-up their tables from 08:15
Thursday 28 November 2019	PACK-UP – The exhibition will formally close after the last coffee break at around 14:40

Please note, exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits.

Exhibitors cannot leave boxes and packing material in the exhibition display area during the exhibition. All boxes and packing material must be removed.

Please note details correct at time of distribution but timings may be subject to change. The up to date meeting programme can be accessed [here](#).

At the end of the exhibition please ensure that your table is cleared of all materials and rubbish as any materials left on or around tables will be discarded.

Exhibition Times:

The exhibition hall will be open at the following times and it is expected that your booth will be manned, particularly during peak periods:

Wednesday 27th November - 09:00 - 15:40

Thursday 28th November - 08:30 - 14:40

Peak times for visitors to the exhibition area are likely to be around the conference break and lunch times which are scheduled for the following times each day:

	Mid morning break	Lunch	Mid afternoon break
Wednesday 27th November	10:35 – 11:00	12:10 – 13:10	14:30 – 15:00
Thursday 28th November	09:55 – 10:20	12:00 – 13:00	14:20 – 14:40

Refreshments will be served in room H 3008.

The full meeting programme can be accessed [here](#).

Commercial Session:

Exhibitors will be given the opportunity to give a 5-10 minute presentation to our delegates during the commercial session.

A commercial presentation guidelines document can also be found [here](#). If there are any videos on your presentation we would be grateful if you could make us aware in advance. Please note that it is the responsibility of the presenter to ensure that all videos are formatted to work. euspen cannot be held responsible if videos do not work.

Health and Safety:

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries or unsafe working environments, provide proper information, instruction and training and supervise all parties throughout the show.

You should also check that any contractors, suppliers, agents, etc. that you may be using have a health & safety policy, suitable to the exhibition environment.

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